

1 Lopez Island Library Board of Trustees
2 Regular Meeting
3 October 7, 2011
4 **Approved as submitted on November 18, 2011**

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6 **Members present:** Bob Buchholz, Sarah Eppenbach, Tina Katzenberger, and Ilene Unruh were present.

7
8 **Staff:** Lou Pray, Judy Welker

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10 **Friends of the Library:** Nancy Butte

11
12 **Guest:** Bill Evans

13
14 **Call to Order:** Co-chair Bob Buchholz called the meeting to order at 2:03 after it was determined that a
15 quorum was present.

16
17 **Agenda approval:** The agenda was reviewed. The Trustee Interview was moved to the beginning of
18 agenda, after the approval of the minutes. An executive session was added at the end of the meeting in
19 order to complete the Director's performance appraisal.

20
21 **Approval of September 16, 2011 Regular Board Minutes:** Minutes were submitted with corrections
22 made prior to the meeting.

23 **MSP** Tina Katzenberger moved and Ilene Unruh seconded to approve the September 16, 2011
24 minutes as submitted. Motion passed.

25
26 **Trustee Interview:** Bill Evans, applicant for the Library Trustee position, answered questions prepared
27 by the Board of Trustees. Subjects discussed included Bill's involvement with the Lopez Island
28 community, his understanding of board responsibilities and relationship to the Board of Trustees and the
29 library Director, as well as issues facing public libraries over the next decade. The Board in return
30 answered questions posed by Bill including what steps would be taken after the current library satisfaction
31 survey ended, goals met in the library's long-range goals, and feedback received on our most unusual
32 musical instrument check-out program. The board thanked Mr. Evans for his time as he excused himself
33 from the remainder of the meeting.

34
35 **Friends of the Library Report:** Nancy Butte reported for the Friends. They did not have a meeting last
36 month because so many board members were off island. Their next meeting will focus on the next book
37 sale. Nancy addressed her concerns regarding the Friends financial picture as spending has eroded their
38 nest egg, largely from the new reading room addition. The annual fundraising campaign brought in only
39 74% of projected revenues to date and book sales were down. The Friends' bylaws stipulate holding an
40 amount equivalent to one year's expenditures in reserve. Another concern is a solution to the basement,
41 of which the basement committee is still examining. Next meeting is on Thursday, October 20th.

42
43 **Librarian Report:** Lou shared her librarian's report with following highlights and additions:

- 44
- 45 • Next big infusion of tax revenues is expected in October.
 - 46 • Use of the video conferencing equipment jumped in September.
 - 47 • Currently collaborating with Orcas and San Juan Libraries in researching other ILS systems with
48 the idea of possibly migrating as a group and having a shared IT consultant and splitting the cost.
49 An increase for the initial setup is already built into the budget for 2012.

50
51 **OLD BUSINESS**

52
53 **Trustee Interview (action):** For the record, there were no other candidates for the trustee position.
54 The board noted the merits of Bill Evans, not only as a past trustee, with a wide knowledge base of the
55 position but his current involvement with the community. After discussion, Chair Bob Buchholz asked for a
56 motion.

57 **MSP** A motion to recommend Bill Evans to serve as a Trustee on the library board, filling the
58 remainder of Deborah Bundy's term ending on August 31, 2012, was made by Ilene Unruh and
59 seconded by Sarah Eppenbach. Motion passed. Bob Buchholz announced he would draft a
60 letter to send to Maureen See, with the San Juan County public records, for approval.
61

62 **Budget 2012 (discussion):** Lou made a few changes to the budget after meeting with staff for their
63 input. She also discussed with the board a possible migration to another ILS system which is currently
64 being researched by the three libraries in the county. Monies are earmarked in the proposed budget.
65 There was discussion about a merit pay increase for library staff and making modifications to the budget
66 to accommodate the increase. The board agreed to meet on November 4th at 2:00 pm to work on the
67 final proposal of the budget.
68

69 **NEW BUSINESS**
70

71 **San Juan Island Salary Comparison (discussion):** Lou presented a spreadsheet comparing the staff
72 salaries of the other San Juan Islands' libraries. The board asked questions regarding the number staff
73 supervised. Lou recommended looking at a ratio of staff to library transactions and would send further info
74 to the board. The board discussed the need to understand the differences they see in the data, their
75 correlation to our library staff, and also to develop a policy of how we will get to a place that is comparable
76 with other libraries.
77

78 **Library Survey results (discussion):** The last day of the survey is October 22nd. The results will be
79 presented at the next regular board meeting. Patron satisfaction with library staff in all areas of service is
80 showing a strong show of approval in the survey results thus far. This is important as it supports
81 discussion of a merit increase in recognition of the staff's work.
82

83 Another early indicator in the survey is patron's need for events and programs reaching seniors. Lou is
84 currently collaborating with Paula Walker at Loho, scheduling computer classes and author speakers at
85 the Gathering Place.
86

87 Nancy Butte excused herself from the meeting.
88

89 **APPROVAL OF BILLS:** Vouchers to pay bills and payroll were submitted and reviewed by the board.
90

91 **Approval of Vouchers:**
92

93	10/5/2011Bills Voucher – Fund 6331:	5,213.15	
94			
95	10/7/2011Bills Voucher - Fund 6331:	522.42	
96			
97	10/7/2011Bills Voucher – fund 6337 Capital Improvements:	8,961.16	
98			
99		Total Bills	14,696.73
100			
101	10/1/2011Payroll – October		15,471.96
102			
103	10/1/2011Health Care		2,590.20
104			
105		Total Expenditures:	\$ 32,758.89
106			
107			

108 **MSP** A motion to approve all vouchers for a total of \$ **32,758.89** was made by Sarah Eppenbach
109 and seconded by Ilene Unruh. Motion passed.
110

111 **Surplus:** 133 collection items withdrawn from the collection valued at less than \$500.00 plus an old
112 television and miscellaneous wood and cabinet remnants valued at less than \$50.00.

113 **MSP** A motion to approve the items presented for surplus was made by Tina Katzenberger and

114 seconded by Ilene Unruh. Motion passed.

115

116 Judy Welker and Lou Pray were excused from the meeting so the Board of Trustees could enter an
117 executive session of approximately 30 minutes in order to conduct the Director's performance evaluation.

118 **MSP** A motion to adjourn for an executive session was made by Ilene Unruh and seconded by
119 Sara Eppenbach.

120

121

122

123

Executive Session

124

125 At 4:05 pm the BOT met in executive session to conduct an evaluation of the Director's annual
126 performance. The board invited the Director to return to the meeting in order to review the evaluation.

127

128 The Board reconvened in regular session at 4:32 pm.

129

130 **Adjournment:** The regular meeting adjourned at 4:36 p.m.

131

132

133 Respectfully submitted: _____

134

Board Secretary

135

136 Approved: _____

137

Board Chair

Lopez Island Library
Librarian's report to Board to Trustees
Oct 7, 2011

Financial reports –

Expenditures - 78% spent

Revenue – 65% received; \$190K~ left to receive before the end of 2011

General Library Fund - \$66,484; will receive 2nd batch of tax money at the end of October

Capital improvement Fund - \$16,266.26

Acquisitions- total from Sept 7, 2011 – October 1, 2011 – new items - 413

New items added by format: 216 books; 197 non-books

New acquisitions by Collection

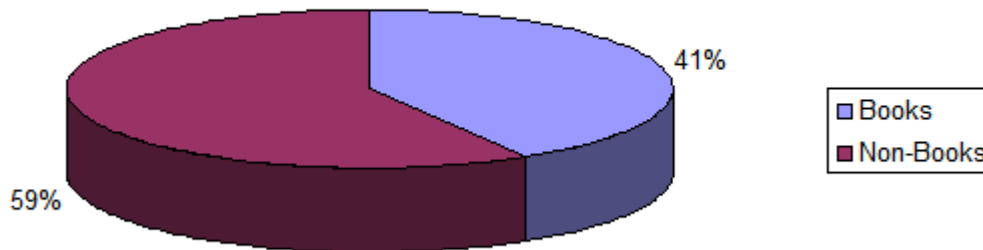
Reporting Period: 09-07-2011 -- 10-01-2011

Collection	Item Count
NF	69
B	4
CD	6
DVD	84
E	27
F	74
J	20
J-TC	1
PER	82
Q	1
TC	8
VIDEO	15
YA	22
TOTAL: 413	

Walk-in traffic for Sept 2011: 6,346 down 30% from our all-year high in Aug – Summer is over!

Circulation of items for Sept 2011: 6,601 down 27% from Aug; 16 decrease from last year at this time. Juvenile book checkout dropped 52% with students returning to school.

Circulation breakdown: items checked out in Sept 2011: non-books and



books

Computer Usage:

Video-conferencing: This has experienced a jump due to an all-hands meeting of all San Juan County employees and the San Juan County Council meetings that have begun. In total 7 videoconferencing events for September. Lots of verbal thanks for offering this service as it is a major time and energy saver for them. "I would have had to take the red-eye for this meeting at FH and then I wouldn't get back until after 4pm. This is wonderful!

The Good news section:

- # Amazon is finally allowing library patrons to download Overdrive ebooks to their e-reader product, Kindle. We are marketing this around town to get the work out.
- # The San Juan County Council sessions went smoothly after some initial kinks were worked and this will be a big time saver for the community. We plan to market it locally.
- # We now have an information technology person on-call here in the islands. He is the IT person for Orcas Library so is very familiar with relevant issues and computer needs.
- # Willem has also been very responsive this month with our requests and has provided all the information I need for the quotes from the possible ILS vendors.
- # In other good news, local artist and designer Marc Grant donated a framed painting of the Lopez Library that he was showing during the local artists's tour. I had remarked how much I liked it and now it is our very own!
- # The surveys have been coming in fast and furious, to date we have 370 replies. See below for the results and comments we've received thus far. Karen broke the comments into subject categories for ease of viewing. In response to the unfamiliarity of patrons with many of the services, we are now marketing those services more heavily. We will write up a summary of the results on Oct 22 (and do the drawing) to share with the patrons.

- # 7 people in Excel class: 14 in Desktop Publishing
- # 4 people in computer drop-in
- # I received the 2012 rate increases for our medical insurance and it is less than anticipated. I had earmarked \$35K for the year but we only will owe \$32K. An extra 3K! I'll adjust the budget accordingly.
- # The comparison data for the other libraries regarding salary is ready to review. Keep in mind that these are the current pay levels and the years of service vary wildly. SJI director has been there 10 months; Phil 7 years; Lou going on five and so worth. :

yearly/ 40 hour week	SJ//hourly	SJ/yearly	Orcas//hourly	Orcas/yearly	Lopez/hourly	Lopez/yearly
Director	34.57	71,905.00	38.43	79,934.00	31.56	63,252.00
Librarian	25.64	53,331.00	28.53	59,342.00	21.34	44,387.00
Associate/Assistant	24.24	50,419.00	21.16	44,012.00	18.74	38,979.00
Network /Technology Specialist	29.91	62,212.00	28.81	59,924.00	n/a	no one on staff
Teen Assistant	10.00	20,800.00	n/a	don't have	10.85	22,568.00

Events/Product Use

Banned Book Week and the Read Wall – lots of great patron participation in the “Read Wall” For favorite books of all time; funniest/saddest/most romantic/favorite children’s book. A box of crayons and white paper taped to a wall are such conversation starters. It reminded me of books I hadn’t read in a while and needed to read again!

Mystery Writing Workshop – went very well with ten attendees at the free event, Saturday Oct 1st

LiveMocha Usage – We now have 31 registered users. Below is a breakdown of the usage:

Language	# of Course Enrolls	# of Sessions
active English	1	2
active French	1	61
active Italian	3	9
active German	1	1
active Spanish	4	72
basic Arabic	4	4
basic Farsi	4	4
basic French	5	5
basic German	4	4
basic Italian	12	12
basic Japanese	4	4
basic Mandarin Chinese	12	12
basic Portuguese (Brazil)	8	8
basic Russian	4	4
basic Spanish	36	36
basic Swedish	4	4

Staff Reports

Karen's Report Sept 2011

- * Usual updates of bulletin boards, calendars, displays, and Facebook
- * Question Point training (6 training modules)
- * met with elementary teachers
- * e-mailed links to patrons re: survey
- * compiled survey results and comments
- * catalogued 355 items

Rosie's Report - Sept 2011

- * In September, Wednesday morning Story Times were attended by 67 Children and 50 adults, a total of 117 participants. This is almost twice as much as last September, (with 59 participants total).
- * Interlibrary loan stats for September: 65 requests sent out, 53 books received and processed, 1 item from our collection lent to another library.
- * Helped email patrons about library survey.
- * September 20th's Literary Salon was attended by 8 participants, with 20 books discussed.

Judy's Report Sept 2011

- * Cleaned out storage closet in meeting room
- * Organized meeting room
- * Taught 3 computer classes
- * Helped patrons with audio book, eBook and patron computer concerns
- * Petty Cash accounting, installed checkbook reconciliation program
- * Submitted bill payments
- * Submitted reimbursements from Friends for approved donations
- * Updated website and calendar
- * Attempted to keep the circulation desk filled throughout the month With volunteers. (volunteers were sparse in September, many on long trips).
- * Hauled away recycling, picked up mail and book drop, made bank deposits